

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
01021

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Minneapolis, MN		5. Duty Station		6. OPM Certification No.	
Explanation (Show any position replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Biological Science Technician	GS	0404	04	ja	5/2/01
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

Bio Science Tech - Private Lands

18. Department, Agency, or Establishment

Department of the Interior

a. First Subdivision

U. S. Fish and Wildlife Service

b. Second Subdivision

Region 3

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Bio Science Tech Series, GS-0404 TS-111 dated 12/91  
Grade Evaluation Guide for Aid and Tech Work in Bio Sciences, GS-0400 TS-111 dated 12/62

Typed Name and Title of Official Taking Action

Julie Anderson, Personnel Management Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature  
Julie Anderson

Date

5/2/01

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

This is a Bio Science Tech - General - No Subject Matter Specialization assigned

FPL: GS-

OPF copy \_\_\_\_\_  
Supervisors copy \_\_\_\_\_  
Employee copy \_\_\_\_\_

25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management  
FPM Chapter 295

## Biological Science Technician, GS-404-4

### Introduction

The incumbent of this position serves as a Biological Science Technician in support of private land activities conducted by the U.S. Fish and Wildlife Service. Typical, but not all inclusive, duties of the position are illustrated by performance of the following:

### Major Duties

- Provides technical assistance to other state and Federal agencies that administer Farm Bill and related agricultural programs.
- Reviews sites on private property for potential wetland restoration activity.
- Reviews sites on private property for potential native prairie restoration activity.
- Records and submits accomplishment data regarding the progress of technical assistance and habitat restoration activities.
- Represents the Service in discussions with private landowners involved with Partners for Fish and Wildlife program activities and Farm Bill program activities that are of a less complex and non-controversial nature.
- May be required to operate passenger vehicles, light trucks, and tractors.

### Factors:

#### 1. Knowledge Required by the Position      Level 1-3 350 Points

General knowledge of the biological work and procedures to perform a variety of tasks.

Knowledge of technical terminology used in the fields of biology, botany, wildlife biology and wildlife management to understand detailed assignments and communicate with co-workers.

Knowledge and skill in taking scientific measurements, performing simple mathematical calculations, and keeping detailed and precise records in order to collect and assemble data.

Ability to perform repetitive tasks with more than one step.

Skill in operating motorized vehicles and specialized equipment.

#### 2. Supervisory Control      Level 2-2 – 125 Points

Supervisor makes continuing assignments indicating what is to be done, the methods to be employed, the precautions to be observed, and the standards to be maintained. Instructions are

not received on a task-by-task basis, but work expected and general explanation of what is to be done. Additional instructions are received for new, more difficult or unusual assignments.

Work is performed independently, making adjustments to accommodate minor deviations in work methods. Supervision or technical assistance is constantly available. The supervisor reviews work for technical accuracy and compliance with instructions. New or unusual tasks receive greater supervision. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

3. Guidelines      Level 3-1      25 Points

Specific guidelines are available in the form of administrative manuals, technical guides, operating procedures, oral instructions, and policy memoranda. Incumbent uses judgement in selecting and adapting guidelines when deviations from guidelines are slight. Significant deviations are referred to supervisor.

4. Complexity      Level 4-2 – 75 Points

The incumbent performs a variety of tasks ranging from routine procedural to the more complex duties related to regular and recurring technical work of the station. In determining what is to be done, incumbent follows supervisory instructions and established protocol, or may be required to make precise discrimination among factors having only subtle differences. Tasks assigned typically require a great amount of attention and identification of information that is outside the normal range. The employee is expected to exercise independence in recognizing differences and choosing the right course of action and selecting and executing the proper sequences for work. Incumbent may have to perform more complicated mathematics and keep very detailed and exact records.

5. Scope and Effect      Level 5-2 – 75 Points:

The purpose of the work is to perform a variety of biological technical work in support of private land field projects. Incumbent's work affects the accuracy, reliability, or acceptability of further procedures or processes and is critical to the efficiency of the program.

6. Persons Contacted      Level 2

Contacts are with the supervisor, co-workers, farmers, state employees, members of conservation and education groups, other Federal, State, local officials and the general public.

7. Purpose of Contacts      Level A -      45 Points

Contacts are for the purpose of obtaining assignments, instructions and other information in regard to assigned duties, reporting progress or problems encountered in the work. Other contacts are for exchanging information and explaining established requirements or standards, and to foster cooperative relationships.

8. Physical Demands      Level 8-2      20 Points

The work requires a moderate amount of physical exertion such as walking over wet and rough surfaces, bending, crouching, stooping, lifting or reaching. The incumbent may be required to lift containers weighing up to 25 pounds. Hand and finger dexterity which is equal to the exacting use of small tools and equipment is required.

9. Work Environment      Level 9-2      20 Points

Work is performed both indoors and outdoors. The indoor work area has adequate light, heat, and ventilation. Temperature and weather extremes will be encountered in the performance of outdoor work. Incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_ and \_\_\_\_ .

Total Points: 735